

**EMPLOYMENT OPPORTUNITY**

Job Title	Seasonal Park Ranger
Department	Parks Department
Posting Date	March 20, 2014
Closing Date for Resumes/Applications	Open until filled
Starting Pay	\$13.00 - \$16.00
Exempt/Non-exempt	Non-Exempt
Status	Year Round Seasonal Positions (up to 40 hours a week, not to exceed 1499 hours per year)

The City of St Charles Parks Department has two openings for year round Seasonal Park Rangers. These positions are seasonal and are not scheduled to work more than 1,499 hours per year. Note: no benefits are included with this seasonal position. Prior to employment, applicants will be free of tattoos/brands that would be visible on the head, neck, hands, arms while wearing uniform apparel inclusive of short sleeve shirts and/or shorts, as well as civilian attire while on duty.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Patrols city parks, to preserve the peace and enforce the law, control vehicular and pedestrian traffic, prevent, deter, and investigate reports of misconduct involving ordinance, misdemeanor, felony, other violations of law, and Park Policy while promoting the safety and security of the public.
- Acts as a First Responder to emergency and other calls for service and takes appropriate action to mitigate injury, damage, and safe guard property.
- Conducts follow-up investigations of crimes committed during the assigned shift. Seeks out and questions victims, witnesses, and suspects. Develops and communicates leads and tips concerning criminal activity within the municipal boundaries and the immediate area
- Prepares all reports and records as required by departmental policy in a timely and professional manner.
- Undertakes community oriented police work, and assists citizens with matters such as stalled vehicles, directions, crime prevention, drug awareness and traffic safety.
- Coordinates activities within this department and with other area agencies and departments as needed, exchanges information with officers of this and other departments, and consults with the City Attorney, County Prosecutor's Office and others as required to ensure timely and effective prosecution of cases. Appears and is prepared to testify on behalf of the City, State whenever notified of these proceedings.
- Carries out all duties in conformance with Federal, State, County, and City laws and ordinances, and in compliance with departmental rules and regulations.
- Maintains normal availability by radio for emergency and routine calls for service.
- Must have the ability to work all shift hours including rotating shifts as required in all types of weather for prolonged periods of time.

Minimum Training and Experience Required to Perform Essential Job Functions

License to practice law enforcement duties in a first class county and city as prescribed by the **Missouri Department of Public Safety Police Officers Standards in Training program (POST)** required. All applicants must be a minimum of 21 years of age or older at the time of employment and possess or are able to obtain by date of hire a valid drivers' license without record of suspension or revocation in any state. Felony convictions and disqualifying criminal histories are not permitted. Must be a U.S. citizen, be able to read and write the English language fluently.

Contact Information

Interested applicants should submit an application including the Police Officer supplemental form by 5:00 pm on the closing date to: City of Saint Charles Human Resources Department, 200 North Second Street, Saint Charles, MO 63301. Hours of operation are Monday through Friday 8:00 am to 5:00 pm. Employment applications and the supplemental form can be downloaded from the City's website and faxed to Human Resources at (636) 940-4606. Website address for the employment application is www.stcharlescitymo.gov/careers